

SOP No. _____

STANDARD OPERATING PROCEDURE FOR

ESTABLISHMENT OF ANIMAL FIRST AID CENTRES
&
ORGANIZING VETERINARY/STOCK ASSISTANT
DIPLOMA TRAINING PROGRAM

CROP MAXIMIZATION PROJECT-II
MINISTRY OF FOOD, AGRICULTURE AND LIVESTOCK
ISLAMABAD

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CROP MAXIMIZATION PROJECT-II
MINISTRY OF FOOD, AGRICULTURE AND LIVESTOCK
ISLAMABAD

SOP No. _____	Effective up to _____
SOP Name: ESTABLISHMENT OF ANIMAL FIRST AID CENTRES & ORGANIZING VETERINARY/STOCK ASSISTANT DIPLOMA TRAINING PROGRAM	
Prepared by: CMP-II, MINFAL	
Applicability: PROJECT AREAS IN PROVINCES OF PUNJAB, SIND, BALOCHISTAN, NWFP, FATA, FANA, & AJ&K	
SOP to be revised on: AS AND WHEN NEED BASIS	
SOP BASE: PC-I DOCUMENT OF SPECIAL PROGRAMME FOR FOOD SECURITY AND PRODUCTIVITY ENHANCEMENT OF SMALL FARMERS IN 1012 VILLAGES CROP MAXIMIZATION PROJECT -II	

RELEVANT LAWS, RULES &:

1. COOPERATIVE SOCIETIES ACT, 1925
2. COOPERATIVE SOCIETIES RULES, 1927
3. BYE LAWS OF VILLAGE ORGANIZATIONS FOR FOOD SECURITY AND PRODUCTIVITY ENHANCEMENT

DECISION MAKERS:

1. National Project Director CMP-II
2. Provincial P.Ds
3. Executive District Officer Agriculture
4. VOs
5. District Project Managers
6. District Officer Livestock
7. Vice chancellor/Head of Training Institute
8. & Various Committees Constituted in accordance with the SOP

FORMS (SPECIMENS):

1. Poster for inviting applications for Veterinary/Stock Assistant Diploma Training Scholarships & Establishment of Animal First Aid Centres
2. Surety Bond
3. Affidavit
4. Model Question Paper

**ESTABLISHMENT OF ANIMAL FIRST AID CENTRES AND ORGANIZING
VETERINARY/STOCK ASSISTANT DIPLOMA TRAINING PROGRAM
UNDER CMP-II**

1. AIM AND OBJECTIVES OF ESTABLISHING ANIMAL FIRST AID CENTRE

Under this programme it has been envisaged to strengthen the existing endeavours of the Government in Livestock Department in such a way that Livestock First Aid and Vaccination Facilities are provided to the farming community at its door steps. In order to accomplish this goal basic training of Cattle Farming and Animal Husbandry shall be imparted to the jobless youngsters available in the village warranting creation of an Animal Husbandry Network at village level simultaneously creating job opportunities for the unemployed youth, alleviating poverty and enhancing productivity of the livestock. The major objectives of the programme are the following:

The major objectives are:

- i. For every 4 to 10 villages of the project establishment of one first aid centre for the livestock.
- ii. To provide animal health facilities to every cattle farmer at his door steps.
- iii. To ensure proper look after of the livestock in case of emergencies or other accidental situations.
- iv. To provide technical guidance to the cattle farmers for the preparation and administration of balanced feed.
- v. Timely arrangement of cattle and poultry vaccination.
- vi. Help improve animal breeds through application of A.I. technique;
- vii. Provide services of castration of bulls, sheep and goats;
- viii. Provide animal health care advisory services.
- ix. Handle minor surgeries and livestock delivery cases;
- x. Trigger sustainable livelihood to the unemployed rural youth helping them secure one year diploma course of Vet/Stock Assistant and thereafter providing them loan for establishing and commercially running animal first aid centres.

2. SELECTION OF COMMAND AREA

For establishing an animal first aid centre (AFAC) at village level, the first step would be to earmark a command area for it. The project envisages establishing one AFAC in a cluster of 4 to 10 villages as deemed feasible and manageable on sustainable basis. The basic principle for the success of a business is profitability. The same principle applies in this case, i.e., the AFAC should be able to generate sufficient income to provide livelihood of a small rural family and future expansion of the animal service business. Therefore, command area of the centre should be big enough to bring sizeable business to the centre so that its operation profitably expands. Hence formation of the village clusters

demands extreme care, wisdom and honesty. To workout appropriate estimates and making right decision, an **AFAC Committee** of the following composition will be constituted for heading the whole process.

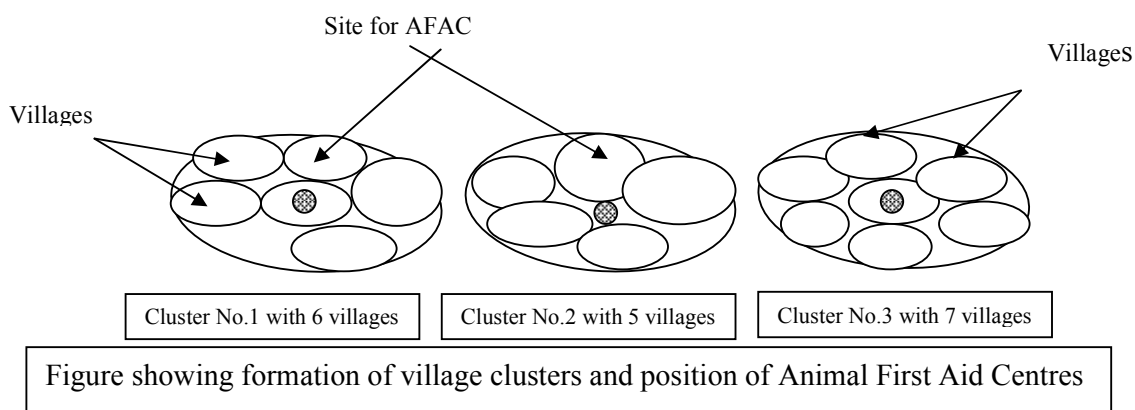
AFAC COMMITTEE

- | | |
|------------------------------------|------------------|
| i. District Officer (Livestock) | Convener |
| ii. District Officer (Agriculture) | Member |
| iii. District Project Manager | Member/secretary |

3. PROCEDURE FOR MAKING CLUSTERS OF VILLAGES

For making clusters of suitable villages the following procedure shall be followed:

- a. There are 71 to 72 villages in each project district of Punjab whereas in other three provinces, number of villages in one district varies from 30 to 40. In case of AJK, there are 20 villages in one project district. According to the village profiles animal population varies from village to village within one district and district to district within one province. A village may have as small animal population as 500 and as large as 2500. Therefore, animal population data available in CMP-II Village Profiles will be used for decision making in establishing AFACs.
- b. In Punjab, AFAC may cater a population of about 6000 to 8000 cattle heads. In other provinces and AJK, one AFAC should provide service to 5000 to 6000 animals. Therefore in Punjab, 4 to 6 adjacent villages will form an AFAC cluster, while in other provinces more than 6 villages will make one AFAC cluster. The centre, preferably, should be located in the middle of each cluster as shown in the diagram given below.



- c. Another important parameter in this decision making is distance of farthest household from the centre. Animals have limitation of walking to the centre and time required to cover the distance. Hence, the centre should be at a reasonable distance from the last household in the command area. Final

decision will be made by the AFAC Committee based on animal population that prevails in the project villages and distance of the farthest household from the centre.

- d. After finalization of the exercise, the clusters so emerged will be formally notified by the District Project Manager. In this way, the number of centres to be established in each project district and number of Veterinary/Stock Assistants to be trained will be defined. Accordingly in 72 villages of each 6 Project Districts Punjab 10 to 14 AFACs could be established. So in the Punjab province 60 to 80 AFACs shall be established in 430 project villages of 6 districts.

4. ELIGIBILITY CRITERIA FOR APPLICANTS

A young, small or landless farmer who fulfills the following criteria shall be eligible to apply for the opportunity of one year Veterinary/Stock Assistant Diploma Course:

- i. A young, small or landless farmer having Matriculation certificate with science passed at least in 2nd division. Persons having F.Sc. certificate with premedical subjects passed in at least 2nd division will be preferred.
- ii. He should not exceed the age of 30 years
- iii. He should be a permanent resident of the concerned cluster village
- iv. Either jobless or desperately looking for some additional sources of income and having desire to acquire new knowledge and skills for providing services to the farming community.
- v. He should have an aptitude for running an independent business.
- vi. Who can spare one room having electricity connection of his house or **dera** for exclusive use of AFAC.
- vii. He presently owns one or more than one milking large animals (his own or belonging to his parents) such as cows and or buffalos and has an experience of at least 5 years of their handling, raising and management.
- viii. He should be a member or son of a member of the Village Organization (VO) established under CMP-II or CMP-I. If he is son of a member then, after final selection, he has to take proper membership of VO by fulfilling all the legal requirements.

5. PROCEDURE FOR SELECTION OF CANDIDATES

Following procedure will be adopted for the selecting of suitable candidates:

- i. The first step in this procedure is to introduce the project intervention to the village organization and registered member farmers by mentioning in detail the objectives, benefits, requirements and procedures. Following methodology shall be used for publicity campaign to be run for 7 days:
 - a) Frequent announcements through the mosques at least for 3 days in two prayers a day.

- b) Paste invitation notices on the mosque main gates and outside the office of Field Assistants and on main village passages and roads.
 - c) Hold corner meetings with suitable farmers for that purpose.
 - d) Distribute literature having details of the intervention.
- ii. Formally invite applications from farmers clearly indicating the last date for submission of the applications through notices mentioned above.
- iii. Applications, on a plain paper, shall be addressed to the concerned Presidents of VOs in a cluster. The applications should be submitted to the Secretary of the Village Organization with following testimonials as attachments:
 - a) A copy of the Computerized National Identity Card.
 - b) Attested copies of the Matriculation and or F.Sc certificates.
 - c) An affidavit, on a plain paper, declaring that the applicant possesses cows/buffalos and has an experience of at least 5 years of their handling, raising and management. Affidavit should also declare that he is jobless and or in search of new avenues of income generation enabling him to provide service to the farming community. In addition, he will declare that he has a room in his house or Farm-shed (Dera) having electric connection which he will detail exclusively for establishment and operation of Animal First Aid Centre.
- iv. The concerned Secretary of VO will sign each application clearly putting date of submission of the application. On the closing date after 2:00 pm he will get all these applications countersigned by the Vice President and President of the concerned VOs and then handover these applications to the concerned Agriculture Officer on the evening of the closing date for further processing.
- v. The Agriculture Officer will organize these applications village-wise and compile a list of the applicants accordingly and handover the sets of applications along with the list of applicants to District Project Manager within 2 working days after the closing date.
- vi. The District Project Manager with the cooperation and consultation of the District Officer (Agriculture) and the District Officer (Livestock) will conduct a written test of all the applicants within one week of the receipt of applications in his office. A copy of 'Model Examination Paper' is annexed for the convenience of the project staff.
- vii. The District Project Manager will compile the results. The applicants securing 60% marks and above will be declared as successful. The result will be displayed on notice-boards of district project office and at the offices of Field Assistants in the concerned villages.
- viii. To further evaluate the business aptitude and abilities, the qualifying applicants will be interviewed by a committee consisting of:

District Officer (Livestock)	Convener
District Officer (Agriculture),	Member
2 Presidents of VOs from the	
concerned cluster villages	Members
District Project Manage	Member/Secretary

The same committee will also visit the premises detailed by the applicants for Animal First Aid Centre.

- ix. At the end of this process, AFAC Committee will finalize three top potential applicants with consensus for joining the diploma course for Veterinary Assistant/Stock Assistant. The total time for conducting written test, interviews, visiting the pledged premises and finalization of the candidates should not take more than one week.
- x. The successful candidates will give a surety bond on Rs 50 stamp/legal paper that on successful completion of the diploma course, he will establish and operate an AFAC on regular basis. In the same surety bond, his parents/guardian will give declaration that in case of their son's/dependent's poor performance, they will bear the actual expenses incurred on the trainee (their son/dependent) as decided by the Committee of the designated university and or training institute.
- xi. The AFAC Committee with their signatures will send nominations of the three final candidates to the Provincial Project Director with their detailed bio-data having:
 - a. Four passport size recent photographs
 - b. Age & Academic Qualification
 - c. His own or parents land holding details preferably with Fard Malkiat
 - d. Surety Bond and Affidavit
 - e. Address for correspondence
 - f. Telephone/Cell phone Numbers
 - g. Attested Copies of academic qualification certificates and other documents, result of written test, marks obtained in interview, attested copies of N.I.C, affidavit given on the stamped paper, etc.

Caution: The process of selection of right candidate for the training of Veterinary/Stock Assistant should be transparent, fair and without any prejudice, discrimination or injustice. Otherwise, establishing Vet Centres in the villages will be an exercise in futility.

- xii. The Provincial Project Director will forward the nominations and necessary papers to relevant department of the designated university/training institute for further action.
- xiii. The designated university/training institute will call the 3 successful candidates for each Animal First Aid Centre for final interviews. The committee at university/training institute will rank them as 1st, 2nd & 3rd based on their performance in the interview. The candidates declared as the first will get admission and scholarship for the diploma course. In case of his poor academic results or performance or misconduct, the second or next in the rank will be given chance of study.
- xiv. The university/training institute will evaluate the performance of trainees at the end of each month through written and practical tests where 60% marks obtained by a trainee will be considered as passing marks. Result of their performance will be conveyed to the Provincial Project Directors and parents.

- xv. The university/training institute will issue two warnings to the trainee in case of poor performance and or in case of moral turpitude, misconduct. In case the trainee does not improve his performance and or his behavior he will be rusticated from the university/training institute. In such cases the parents will be liable to pay as per surety bond the actual expenses of the training to the project which will be determined and declared by the committee of the concerned university/training institute.
- xvi. On successful completion of the training course, the trainees will be awarded with the diploma certificates.

6. INCENTIVES FOR THE SUCCESSFUL TRAINEES

On successful completion of the training course, each trainee will become eligible for the award of following incentives:

- i. Diploma Certificates from the university/training institute in a passing out ceremony.
- ii. Artificial Insemination and Veterinary Kits.
- iii. A loan of Rs 75,000 to establish his Animal First Aid Centre.

7. USE OF LOAN

A loan of Rs 75,000 will be given to each successful trainee for starting his Animal First Aid Centre (AFAC). The loan will be given in kind. The purchase committee as designated in the By-laws under Article-6 clause 6.4 will help purchase all required material with the consent and full involvement of the loanee. The loan will be used for purchase of one motorcycle, a ceiling fan, two chairs, one table, one display rack, one wooden A.I. holder, one almirah, and running capital for purchase of medicines. Approximate breakup of Rs 75,000 loan is as follows:

- Motorcycle Rs. 30,000 to 50,000
- Furniture Rs. 10,000 to 15,000
- Medicines Rs. 10,000 to 20,000

8. REPAYMENT OF LOAN

The above mentioned loan for the establishment and running of Animal First Aid Centre on commercial basis shall be advanced on personal surety. The loanee after enjoying 6 months grace period shall be bound to return the total amount of loan with 10% handling charges in equal 24 monthly installments. In case of default he shall be proceeded against under the law and as per terms agreed.

APPLICATIONS INVITED

For Veterinary/Stock Assistant Diploma Training Scholarships & Establishment of Animal First Aid Centres

Crop Maximization Project-II announces with great pleasure scholarships for the Veterinary/Stock Assistant Diploma Training Course. The applications are invited from all energetic young small and or landless farmers who are either jobless or eagerly looking forward for new avenues of skill enhancement and income generation for their livelihood through providing services to the farming community. Such young farmers should be the permanent residents of the concerned villages of this cluster _____ (give name of the cluster) possessing 2nd division Matric certificate with science subjects or preferably F. Sc. certificate having 2nd division with biology subjects and not exceeding the age of 30 years.

2. The application on a plain paper must be addressed to the concerned President of the Village Organization and should reach to Mr. _____ (give name of the concerned secretary), the Secretary of VO before or not later than _____ (give closing date). The applicants should attach photo copies of their Computerized National Identity Cards and attested copies of Matric/F. Sc. certificates.

3. The applicants should also attach an affidavit on plain paper declaring that:
- (a) He will spare one room of his house having electricity connection for establishing his Animal First Aid Centre.
 - (b) He is either jobless or desperately looking for additional sources of income by acquiring new knowledge and skills.
 - (c) After successful completion of training, he will operate the AFAC and provide animal care to services to his fellow farming community.
 - (d) He owns _____ number of milking large animals (his own or belonging to his parents) such as cows and or buffalos and has an experience of _____ years of raising, handling and managing these animals.
 - (e) He is a member or son of a bonafide member of the Village Organization (VO) established under CMP-II or CMP-I.
 - (d) He has an aptitude for running an independent business.

4. All the young farmers are welcomed to avail this golden opportunity of knowledge & skill enhancement and securing life long job opportunity with respect and honor while staying at home.

Notice issued by:
SECRETARY VO _____

**CROP MAXIMIZATION PROJECT-II
MINISTRY OF FOOD, AGRICULTURE AND LIVESTOCK
ISLAMABAD**

SURETY BOND FOR VETRINARY/STOCK ASSISTANT DIPLOMA

(On Rs.50 stamped paper)

(i). I _____ s/o _____
Permanent resident of _____

(Under Training)

(ii). I _____ s/o _____
Permanent resident of _____

(Surety)

(iii). I _____ s/o _____
Permanent resident of _____

(Surety)

Undertake that if Mr. _____, s/o _____

Fails to get the requisite grade/numbers in the Veterinary/Stock Assistant Training Diploma Course or found involved in some immoral or illegal activity due to which his training is terminated, shall be liable to deposit all expenses incurred on him in connection with his training as determined by the University /Training Institute, The District Officer Agriculture and the District Project Manager (CMP-II). If after successful completion of the diploma course fail to establish an Animal First Aid Centre shall also be liable to deposit all expenditures incurred on training as determined by the committee of University/training institute and I shall not have any objection to it.

Signatures of the Trainee: _____

Complete name, address, number and attested copy of the N.I.C

Signature of the Surety: _____

Complete name, address, number and attested copy of the N.I.C

Signature of the Surety: _____

Complete name, address, number and attested copy of the N.I.C

**COOPERATIVE VILLAGE ORGANIZATION FOR FOOD SECURITY AND
PRODUCTIVITY ENHANCEMENT**

PERMANENT AFFIDAVIT & UNDERTAKING
(Initially on plain paper and on Rs.50 after selection)

I, Mr _____

Son of _____ Caste _____

Resident of _____

N.I.C No. _____ solemnly declare that:

- a. I shall detail one room of my house or dera having power connection for the Animal First Aid Centre.
- b. I am jobless and with new know how and skills intend to find additional source of income.
- c. After completion of the training course shall run an Animal First Aid Centre and shall provide animal health services to the rural folk.
- d. I have got (No.) milch cows/buffalo personally owned by me or my parents; and that I have _____ years experience of livestock rearing and management.
- e. I am a regular member of VO _____ son of a regular member under CMP-I/CMP-II
- f. I have an aptitude of running a business independently.

Date _____

Name _____

Address _____

N.I.C No. _____

CROP MAXIMIZATION PROJECT-II
MINISTRY OF FOOD, AGRICULTURE AND LIVESTOCK
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Question Paper for Candidates of
Veterinary/Stock Assistant Diploma Course

Name _____ s/o _____

Academic Qualification _____

Resident of _____ U.C _____

Tehsil _____ District _____

Total Marks: 100

Please give concise answers:

S.No.	Question	Marks
-------	----------	-------

Question-1 **20**

- | | | |
|------|--|---|
| i. | 1. After how many months cow/buffalo delivers a calf | 5 |
| ii. | 2. After how many months goat/sheep delivers a lamb/ caprine kid | 5 |
| iii. | 3. What are the signs of heat in female animals | 5 |
| iv. | 4. What is meant by Artificial Insemination | 5 |

Question-2 **10**

Please name two breeds of the following animal species:

- | | | | |
|------------|----------|------------|----------|
| i. Buffalo | ii. Goat | iii. Sheep | iii. Cow |
|------------|----------|------------|----------|

Question-3 **10**

Name three diseases of cows and buffalos for which they are vaccinated

Question-4 **10**

Select the right answer: Every part carries one mark.

- i. The milk of pregnant animals is injurious to human health
yes/no
- ii. Good feed hastens sexual maturity
yes/no
- iii. Injection for letting down of milk is harmful for animals
yes/no
- iv. Hemorrhagic septicemia is an infectious disease
yes/no
- v. If not conceived buffalo intends to mate after every 21 days span
yes/no
- vi. Buffalo devours one maund of fodder daily
yes/no
- vii. Animal giving 6 kg. milk should take 6 kg feed daily
yes/no
- viii. In case of tympany animal should be slaughtered
yes/no
- ix. During artificial insemination front legs of the cow should be tied
yes/no
- x. Milch animals should be fed while keeping tethered
yes/no

Question-5

5

What are the requirements of a successful business?

Question-6

10

After securing vet/stock assistant diploma what materials you need to run your clinic

Question-7

10

Fill in the blanks: every part carries two marks

- i. Neeli & Ravi are good milch animals of _____ breed
- ii. After delivery animal takes _____ hours for naval expulsion
- iii. Foot and mouth is a _____ disease of animals
- iv. Accumulation of flatus in animals stomach is known as _____.
- v. In red water disease the animals urine colour changes to _____.

Question-8 10

Why do you want to become Vet/stock assistant?

Question-9 10

What are the characteristics of a good Vet/stock assistant?

Question-10 5

Name any three vaccines

.....